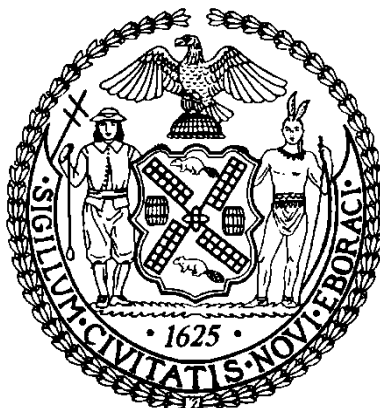


**CITY OF NEW YORK
OFFICE OF THE COMPTROLLER**

**John C. Liu
COMPTROLLER**

FINANCIAL AUDIT

**Tina Kim
Deputy Comptroller for Audit**



**Audit Report on the Inventory Practices Over
Major Office Equipment at the 18 Brooklyn
Community Boards**

FM12-116A

July 27, 2012

<http://comptroller.nyc.gov>



THE CITY OF NEW YORK
OFFICE OF THE COMPTROLLER
1 CENTRE STREET
NEW YORK, N.Y. 10007-2341

John C. Liu
COMPTROLLER

July 27, 2012

To the Residents of the City of New York:

My office has audited the inventory practices over major office equipment at the 18 Brooklyn Community Boards (Boards). We audit City agencies such as the Brooklyn Community Boards as a means of ensuring they operate efficiently and are accountable for resources and revenues in their charge.

There are Community Boards for each of the 59 Community Districts throughout the five boroughs. Each Board has a Chairperson and hires a District Manager as its chief executive officer. The District Manager's responsibilities include assisting the Board in hiring the administrative staff, supervising the staff, and managing the daily operations of the district office.

The audit found that except for Boards #1, #2, #6, #14, #16, and #18, which had relatively few or no equipment inventory and inventory list control weaknesses, the Boards did not adhere to certain Department of Investigation (DOI) *Standards for Inventory Control and Management*. Our examination of all major equipment items, including 12 items purchased in Fiscal Year 2012, found that some Boards did not maintain complete and accurate inventory lists of all their major equipment.

The results of the audit have been discussed with Board officials, and their comments have been considered in preparing this report. Their complete written response is attached to this report.

If you have any questions concerning this report, please e-mail my audit bureau at audit@comptroller.nyc.gov.

Sincerely,



John C. Liu

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*The City of New York
Office of the Comptroller
Financial Audit*

**Audit Report on the
Inventory Practices Over
Major Office Equipment at the
18 Brooklyn Community Boards**

FM12-116A

INTRODUCTION

Background

There are Community Boards for each of the 59 Community Districts throughout the five boroughs. Each Community Board (Board) has up to 50 non-salaried members who are appointed by the Borough Presidents. Board members reside, work, or have significant interests in their districts. Each Board has a Chairperson and hires a District Manager as its chief executive officer. The District Manager's responsibilities include assisting the Board in hiring the administrative staff, supervising the staff, and managing the daily operations of the district office. Each Borough President's Office provides administrative assistance to its Boards.

The Brooklyn Boards—Boards 1 through 18—cover the entire borough. Each of the Brooklyn Boards has a District Manager and at least one full-time clerical staff person. Table I lists each Board's Other Than Personal Service (OTPS) expenditures for Fiscal Year 2011.

Table I
Summary of Other Than Personal Service Expenditures
for the 18 Brooklyn Community Boards
Fiscal Year 2011

Board	Other Than Personal Services
Board 1	\$10,878
Board 2	15,595
Board 3	39,721
Board 4	35,714
Board 5	13,925
Board 6	38,208
Board 7	3,510
Board 8	14,880
Board 9	29,574
Board 10	27,898
Board 11	46,330
Board 12	46,094
Board 13	8,606
Board 14	12,361
Board 15	16,769
Board 16	8,885
Board 17	22,304
Board 18	29,957
Total	\$421,209

Objectives

The objective of this audit was to determine whether the 18 Brooklyn Community Boards comply with certain inventory procedures for major office equipment as set forth in the Department of Investigation's (DOI) *Standards for Inventory Control and Management*.

Scope and Methodology Statement

We conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives. This audit was conducted in accordance with the audit responsibilities of the City Comptroller as set forth in Chapter 5, §93 of the New York City Charter.

This audit covered the period July 1, 2011, through April 30, 2012. Please refer to the Detailed Scope and Methodology at the end of this report for the specific procedures and tests that were conducted.

Discussion of Audit Results

The matters covered in this report were discussed with officials of the 18 Brooklyn Community Boards during and at the conclusion of this audit. A preliminary draft report was sent to Board officials and the Brooklyn Borough President's Office and was discussed at an exit conference held on June 13, 2012. On June 19, 2012, we submitted a draft report to Board officials with a request for comments. We received written comments from each of the 18 Boards.

In their comments, the Boards generally agreed with the report's findings and recommendations and described the steps they have taken or will take to implement the report's recommendations.

The full texts of the responses are included in an addendum to this report.

FINDINGS AND RECOMMENDATIONS

Except for Boards #1, #2, #6, #14, #16, and #18, which had relatively few or no equipment inventory and inventory list control weaknesses, the Boards did not adhere to certain Department of Investigation (DOI) *Standards for Inventory Control and Management* as summarized below:

The following issues were found regarding the physical inventory of major equipment:

- Twenty-two major equipment¹ items were improperly disposed of and incorrectly kept on the inventory lists at two Boards. The Boards did not follow the Department of Citywide Administrative Services Relinquishment Guidelines for the disposal of surplus equipment. Instead, the items were disposed of by reportedly placing the equipment in the trash. (Boards #8 and #13)
- Sixty-nine items lacked required agency tags at eight Boards. (Boards #3, #6, #7, #8, #9, #11, #12, and #13)
- Two hundred and thirty-two agency tags lacked control numbers at seven Boards. The tags indicated only that the items were the property of the Board. (Boards #3, #4, #5, #8, #9, #13, and #17)

The following issues were found regarding the inventory lists of major equipment:

- The Boards' inventory list at 15 Boards did not include 90 items observed at the time of the walk-throughs. (Boards #2, #3, #4, #5, #6, #7, #8, #9, #11, #12, #13, #14, #15, #16, and #18.)
- The inventory lists at 10 Boards lacked agency-tag control numbers for 268 items. (Boards #3, #4, #5, #6, #7, #8, #9, #13, #17, and #18)
- The inventory lists at 14 Boards lacked serial numbers for 104 items. (Boards #3, #4, #5, #7, #8, #9, #10, #11, #12, #13, #14, #15, #16, and #18)
- The inventory list at Board #15 listed six items with duplicate control numbers.
- The inventory lists at 15 Boards had incorrect serial numbers for 54 items. (Boards #2, #3, #4, #5, #6, #8, #9, #10, #11, #12, #14, #15, #16, #17, and #18.)

We concluded, based on the above test results, that compliance with required inventory controls needs improvement and that there is a potential risk of loss, misappropriation, or theft. We consider the risks potential because we found 620 of the 642 items that should have been at the Boards during our physical observations. However, Boards #8 and #13 did not maintain formal records documenting the reported disposal of the remaining 22 items, and we did identify an additional 90 items during our physical observations that were not on the Boards' inventory lists.

¹ Major equipment items included computers, monitors, printers, scanners, laptops, fax machines, and televisions.

Weaknesses in Equipment Inventory Control

During our physical inventory counts, we found that some Boards had improperly disposed of items and those items were incorrectly kept on the inventory lists. In addition, some Boards' equipment either did not have an agency tag attached or the tag was missing a control number.

Table II lists the details of non-compliance found at each Board.

Table II

Summary of Weaknesses in Equipment Inventory Control				
Number of Instances				
Board #	Missing Agency Tag	Agency Tag Missing Control Number	Items Incorrectly Disposed of	Total
3	21	11	0	32
4	0	67	0	67
5	0	23	0	23
6	1	0	0	1
7	13	0	0	13
8	2	42	10	54
9	2	39	0	41
11	7	0	0	7
12	1	0	0	1
13	22	10	12	44
17	0	40	0	40
Totals	69	232	22	323

The Department of Citywide Administrative Services Agency Office of Surplus Services (OSA) User Guidelines for Relinquishment and Disposition of Surplus Property requires that "Once an item is determined to be surplus, it is the responsibility of the agency to relinquish such item to OSA." Since August 2011, OSA has directed Community Boards to dispose of electronic equipment having no reuse or sale value by using a third-party vendor knowledgeable in local, state, and federal laws for the environmentally acceptable disposal of such materials.

Section 9 of the DOI *Standards for Inventory Control and Management* states, "Relinquished items are deleted from the inventory log..." In addition, Comptroller's Directive #1 states that "inventory items require strong controls to ensure accurate recordkeeping and good security."

Section 28 of the DOI's *Standards for Inventory Control and Management* requires that, "Readable, sturdy property identification tags (reading 'Property of the City of New York') with a sequential internal control number are assigned and affixed to valuable items. An inventory log containing the internal control number assignments ... is maintained."

Incomplete Inventory Records

Our examination of all major equipment items, including 12 major items purchased in Fiscal Year 2012², found that 15 Boards did not include 90 major equipment items on their inventory lists. While all Boards provided us with inventory lists, the inventory lists did not include all of the information required by the DOI's *Standards for Inventory Control and Management*.

Our physical observations at Board #7 found that eight of its 13 items were not included on the inventory list. Board #7 explained that these items were donated to the Board and, therefore, it was not necessary to include them on the inventory list. However, despite the fact that those items were donated, they are now property of the Board, which is required to maintain accurate records of all inventories. Section 28 of the DOI's *Standards for Inventory Control and Management* states, "Permanent records are maintained, centrally, to track all non-consumable goods issued to each agency unit, including type of equipment, manufacturer, serial number, agency control number, condition, location, date issued, and the person(s) responsible for maintenance."

Our physical counts revealed that the inventory lists did not always indicate an agency tag control number, had duplicate control numbers, did not include all items, had incorrect serial numbers, or had missing serial numbers. Table III summarizes the results of non-compliance issues with the Boards' inventory lists.

² The 12 major equipment items were purchased for \$15,540.

Table III

Findings of Non-Compliance with Inventory Lists							
Number of Instances							
Board	Total Items Tested	Incorrect Serial Number	Missing Serial Number	Missing Agency Control Number	Items Not Included on List	Items with Duplicate Control Numbers	Total Number of Discrepancies
1	39	0	0	0	0	0	0
2	52	1	0	0	2	0	3
3	43	5	6	31	12	0	54
4	71	1	7	58	13	0	79
5	26	3	3	23	3	0	32
6	33	2	0	1	3	0	6
7	13	0	1	5	8	0	14
8	54	3	3	52	2	0	60
9	41	1	12	34	7	0	54
10	56	5	20	0	0	0	25
11	39	4	4	0	7	0	15
12	34	3	14	0	3	0	20
13	44	0	23	23	21	0	67
14	33	1	1	0	4	0	6
15	52	15	7	0	2	6	30
16	30	1	1	0	1	0	3
17	39	5	0	40	0	0	45
18	33	4	2	1	2	0	9
Totals	732	54	104	268	90	6	522

Recommendations

The Boards should ensure that:

1. They adhere to the relinquishment procedures as required by the Department of Citywide Administrative Services Agency Office of Surplus Services when disposing of surplus property.
2. Identification tags are affixed to all office equipment items and include sequential internal control numbers.
3. Complete and accurate records of all equipment are maintained.
4. Agency control numbers are included for each item listed on the inventory list.
5. Each item of equipment should be assigned a separate control number.
6. All items on the inventory list are accounted for.

Community Board Responses

Board 1 Response: Community Board 1 commended its District Manager "...for achieving a perfect Audit with full compliance."

Board 2 Response: "Community Board 2 has corrected all deficiencies identified by the Comptroller's Office during its audit of inventory practices."

Board 3 Response: The Board's Chairperson responded that the following corrective measures will be taken:

- According to the Department of Investigation (DOI) Standards for Inventory Control and Management Community Board 3 has placed the appropriate tags on all items.
- As a corrective measure, according to DOI Standards Community Board 3 will ensure that items have control numbers.
- To guarantee this does not happen again, inventory will be updated regularly. Any new equipment be etched and tagged in a timely manner.
- Community Board 3 will place new tag numbers on each item and to be more vigilant when something is removed to keep the numbers in proper order.
- Wherever Possible, Community Board 3 will double check the serial numbers to make sure they are correct.

Board 4 Response: "In response to each of the recommendations made, we will implement the following plan:

- Ensure that identification tags are affixed to all office equipment items and include sequential control numbers.
- Ensure that agency control numbers are included for each item listed on the inventory list.
- Ensure that each item of equipment has a separately assigned control number"

Board 5 Response: The Board's District Manager responded that the following corrective measures were taken:

- All items at CB#5 are now listed on the inventory list.
- All items at CB#5 now have agency tag control numbers.
- All items at CB#5 now have serial numbers.
- CB#5 staff checked and corrected all serial numbers.

Board 6 Response: "Please be advised that we have already taken the following corrective steps immediately following [the Auditor's] visit to our district office:

- The 1 item in our office found to be missing an agency tag, as identified in Table II of your draft report, has been properly tagged;
- The 2 incidents of incorrect serial numbers contained on our internal Inventory List, as identified in Table III of your draft report, has since been corrected on

our Inventory List. An updated Inventory List reflecting this change was emailed to the auditors:

- The 1 incident of missing agency control number contained on our internal Inventory List as identified in Table III of your draft report, has since been corrected. An updated Inventory List reflecting this change was emailed to the auditors;
- The 3 incidents of items not included on our internal Inventory List, as identified in Table III of your draft report, has since been corrected. These items have been added to our Inventory List. An updated Inventory List reflecting this change was emailed to the auditors.”

Board 7 Response: “Community Board 7/Brooklyn acknowledges the deficiencies in our inventory practices as described in the Comptroller’s Audit Report. We have already taken action to correct these deficiencies by placing tags on all equipment, including the items that were donated to the Board, and ensuring that all serial numbers have been added to our inventory list.”

Board 8 Response: The Board’s District Manager responded that the following corrective measures were taken:

- All serial numbers were double checked to ensure accuracy.
- All items were double checked to ensure that serial numbers were placed on the inventory list.
- All items in the office were re-evaluated and all equipment that was not initially added to the list, was added. As of present, there should be no more inconsistencies with the list.
- All items were double-checked to ensure that they are tagged as required.
- To avoid the offense in the future, all other broken or unusable items are being stored and prepared for salvage. They will no longer appear on our active inventory list.
- All items on the inventory list were given a sequential control number. All newly purchased items will be immediately tagged and given a control number as well.

Board 9 Response: “Please be advised that Community Board 9 has complied with the Comptroller’s recommendations pertaining to the Board’s inventory practices; and contained in the ‘Audit Report on the Inventory Practices Over Major Office Equipment at the 18 Brooklyn Community Boards – FM12-116A.’”

Board 10 Response: “In response to your findings, our Agency Implementation Plan includes corrections to our inventory report relating to incorrect and missing serial numbers on certain equipment. Additionally, I have provided instruction to staff to ensure proper identification of serial numbers on equipment on our inventory control list. I have attached a copy of Community Boards Ten’s amended Inventory List.”

Board 11 Response: “Please be advised that all recommendations have been implemented as they relate to the inventory control of Community Board 11.”

Board 12 Response: “We have addressed all recommendations made in the audit draft, and have made an “Agency Implementation Plan” to assure that we are in full compliance with the Comptroller’s Directives.”

Board 13 Response: “It is noted that the Board ‘improperly disposed of’ items and that the office ‘did not maintain formal records documenting the reported disposal’ of the items. The office staff was not made aware of the situation i.e. the Board Chairman tossed out or disposed of, in other ways, the involved broken and / or unused items. The new Chairman, though informed of the proper mechanism for disposal, apparently was not aware of the correct methodology. As of now, several other items are awaiting disposal, and the Board office has done all of the proper paperwork and is awaiting the final word as to the removal of the items e.g. broken conference tables chairs etc. There will be a closer look at ‘disposal’ issues as they arise, and the situation, found in this report, is not expected to happen again.

The office is aware that there were problems with compliance issues. The Police Department had worked with the Board office on the numbering of items, but the job was not completed at the time of the retirement of the man who was doing the work. Nor did the Board office realize that the C.B. 13 Logo tags should be placed on each and every item. Thus, there were missing logos; thus, there were missing numbers. (Mislabeled numbers are being checked as to how they occurred). The office will attempt to correct all of these problems in the near future. Serial numbers and other discrepancies will be corrected.

The office will continue to study the recommendations and will attempt to comply with all of them in the immediate future.”

Board 14 Response: “Community Board 14 is gratified to be included among the boards ‘which had relatively few, or no equipment inventory and inventory list control weaknesses’ and has addressed the few inventory list errors noted in the report.”

Board 15 Response: “Community Board 15 has read the recommendations and we will ensure to adhere to the 6 rules and regulations as set forth in the draft.”

Board 16 Response: The Board’s District Manager responded that “1) the correct serial number 218011301998 for the Viewsonic CRTVCDTS21683-1M was recorded on the inventory list. 2)The missing serial number 224-64 for the Perma Power S-122 Roving Rostrum P.A. System was recorded on the inventory list. 3) The control number M033 for the Radio Shack Indoor TV Antenna was recorded on the inventory list.”

Board 17 Response: The Board’s Chairperson responded that Community Board #17 has taken the necessary steps to ensure all equipment items in the Board’s office are

affixed with identification tags which include sequential internal control numbers. The Chairperson further responded that model and serial numbers have been added to the inventory list and that certain changes were made to the inventory list to correctly identify two items.

Board 18 Response: “Please be advised that we have taken immediate corrective action to come into full compliance with your Agency’s recommendations. Corrections were made to the incorrect and missing inventory control and serial numbers, and the Harmon Kardon computer speakers and the Fellowes paper shredder were added to the Inventory List.”

DETAILED SCOPE AND METHODOLOGY

We conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives. This audit was conducted in accordance with the audit responsibilities of the City Comptroller as set forth in Chapter 5, §93 of the New York City Charter. This audit covered the period July 1, 2011, through April 30, 2012.

To obtain an understanding of the inventory procedures and regulations with which the Boards are required to comply, we reviewed relevant provisions of the DOI's Standards for *Inventory Control and Management*.

We selected all 642 major equipment items (including computers, monitors, printers, scanners, laptops, fax machines, and televisions) listed on each Board's most current inventory records and physically determined whether they were present at each Board's office. We interviewed staff members at the Boards to obtain an understanding of the inventory procedures in use and to determine how physical assets are safeguarded. During the inventory walk-throughs, which were conducted from April 11, 2012, through April 30, 2012, we checked whether all items examined (those on the provided lists as well as other major equipment items that we noted) were properly tagged as property of the Boards and determined whether the items were included on the Boards' inventory records. We also verified whether the inventory lists included the type of equipment, serial number, agency control number, and location. Finally, we ascertained whether major equipment items purchased during the audit period were properly recorded on the Boards' inventory lists.

*The
City
of
New York*



COMMUNITY BOARD No. 1

435 GRAHAM AVENUE - BROOKLYN, N.Y. 11211-2429

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Email: bk01@cb.nyc.gov

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HON. MARTY MARKOWITZ
BROOKLYN BOROUGH PRESIDENT



RABBI JOSEPH WEBER
FIRST VICE-CHAIRMAN

HEATHER ROSLUND
SECOND VICE-CHAIRPERSON

DEL TEAGUE
THIRD VICE-CHAIRPERSON

KAREN LEADER
FINANCIAL SECRETARY

ISRAEL ROSARIO
RECORDING SECRETARY

PHILIP A. CAPONEGRD
MEMBER-AT-LARGE

CHRISTOPHER H. OLECHOWSKI
CHAIRMAN

GERALD A. ESPOSITO
DISTRICT MANAGER

HON. STEPHEN T. LEVIN
COUNCILMEMBER, 33rd CD

HON. DIANA REYNA
COUNCILMEMBER, 34th CD

July 3, 2012

Hon. John C. Liu
Comptroller
Municipal Building, Room 530
New York, NY 10007

Dear Comptroller Liu:

We want to take this time to thank you for the services of Mr. Lawrence Welgrin, Audit Manager and his team for their utmost professionalism displayed during this Audit.

I want to also commend our District Manager, Mr. Gerald A. Esposito for achieving a perfect Audit with full compliance.

Working for a Better Greenpoint/Williamsburg.

Sincerely,

Christopher Olechowski
Chairperson
Brooklyn Community Board No. 1



CITY OF NEW YORK
Community Board No. 2

350 JAY STREET - 8TH FL.
BROOKLYN, N.Y. 11201

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cb2k@nyc.rr.com

MARTY MARKOWITZ
Borough President

JOHN DEW
Chairperson

ROBERT PERRIS
District Manager

June 26, 2012

Deputy Comptroller H. Tina Kim
Office of the Comptroller
Bureau of Audit
One Centre Street, Room 1100
New York NY 10007-2341

Dear Deputy Comptroller Kim:

I am writing to acknowledge receipt of the final draft of the *Audit Report on the Inventory Practices Over Major Office Equipment at the 18 Brooklyn Community Boards, FM12-116A*.

I have reviewed the report and make the following comment in response:

Community Board 2 has corrected all deficiencies identified by the Comptroller's Office during its audit of inventory practices.

I am grateful for the courteous way in which Comptroller John C. Liu's staff conducted the audit, and for the opportunity to comment.

Sincerely,

A handwritten signature in black ink, appearing to be 'JD'.

John Dew

cc: Hon. Marty Markowitz
Brooklyn Borough President
Irene Lam, Audit Supervisor
Office of the Comptroller, Bureau of Audit

JD:RP



The City of New York
Community Board No. 3
Bedford Stuyvesant Restoration Plaza
1360 Fulton Street, 2nd Floor ■ Brooklyn, New York 11216

718/622-6601 Phone ■ 718/857-5774 Fax ■ www.cb3bedstuy.org Website ■ bk03@cb.nyc.gov

MARTY MARKOWITZ
BOROUGH PRESIDENT

HENRY L. BUTLER
CHAIRPERSON

CHARLENE PHILLIPS
DISTRICT MANAGER

June 29, 2012

Ms. Tina Kim
Deputy Comptroller
NYC Office of the Comptroller, Executive Officer
1 Center Street
New York, NY 10007-2341

Re: Response to Audit Report FM12-116A

Dear Ms. Kim:

Please find here written on the included page, the response from Community Board #3 of the Audit Report. There is no dispute in the findings of the Auditors. The following corrective measures have been taken since the Exit Conference held on June 13, 2012 at Brooklyn Borough Hall.

Community Board #3 wishes to thank the Comptroller's Office for its recommendations to direct us in maintaining the appropriate equipment standards in compliance with the Department of Investigation's (DOI) Standards for Inventory Control and Management.

Sincerely,
Henry L. Butler
Henry L. Butler

Fiscal Year 2012 Audit Pertaining to Brooklyn Community Board No. 3
Conducted by the New York City Comptroller

Audit Report on the Inventory Practices over Major Office Equipment at the 18 Brooklyn Community Boards – Audit
Number: **FM12-116A**

Recommendation: Ensure that all items have agency tags.

Response: According to the Department of Investigation (DOI) Standards for Inventory Control and Management Community Board 3 has placed the appropriate tags on all items.

Recommendation: All items where possible require must have control numbers.

Response: As a corrective measure, according to DOI Standards Community Board 3 will ensure that items have control numbers

Recommendation: All equipment items must be on the inventory list

Response: To guarantee this does not happen again, inventory will be updated regularly. Any new equipment be etched and tagged in a timely manner.

Recommendation: Agency tag numbers must appear on all equipment and the numbers must be consecutive.

Response: Community Board 3 plans to comply with this recommendation by placing new tag numbers on each item and to be more vigilant when something is removed to keep the numbers in proper order.

Recommendation: Serial Numbers must be carefully checked to see that they correspond with the number on the equipment.

Response: Wherever possible, Community Board 3 will double check the serial numbers to make sure they are correct.

718-628-8400 (Phone)
718-628-8619 (Fax)
sfludd@cb.nyc.gov(e-mail)
www.nyc.gov/brooklyn4 (web site)

Community Board # 4
315 Wyckoff Avenue, 2nd Floor
Brooklyn, NY 11237

MEMO

To: Tina Kim - NYC Office of the Comptroller **From:** Sharon Fludd

Fax: 212-815-8559 (Bureau of Audit) **Pages:** 2

212-669-8459
Phone: Ms. Irene Lam – 212-669-7637 **Date:** June 21, 2012

Re: Audit Report on the Inventory Practices
Response **cc:**

Urgent **For Review** **Please Comment** **Please Reply** **Please Recycle**

● **Comments:**

Dear Ms. Kim,

The attached letter is in response to the draft report of the audit that Community Board #4 received in April 2012.

A copy of this letter was faxed to you on June 21, 2012.

If you have any questions or concerns please feel free to contact me. If possible can someone be so kind and let me know that you have received this letter.

Thank you

THE CITY OF
NEW YORK



BUSHWICK

Community Board No. 4
315 Wyckoff Avenue, 2nd Floor
Brooklyn, NY 11237

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Julie Dent- Chairperson
Nadine Whitted - District Manager

ELECTED OFFICIALS

Hon. Marty Markowitz
Borough President
Hon. Diana Reyna
34th Council District
Hon. Erik Martin Dilan
37th Council District

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MARTHA BROWN

1st Vice Chairperson

VICTORIA FERNANDEZ

2nd Vice Chairperson

SAUNDRIA SIMMONS

Recording Secretary

ELISEO RUIZ

Financial Secretary

AVELLAR HANSLEY

Treasurer

VIRGIE JONES

Correspondence Secretary

ODOLPH WRIGHT

Parliamentarian

June 20, 2012

Community Board #4 is in receipt of the draft audit report on the inventory practices over major office equipment at Brooklyn Community Boards. In response to each of the recommendations made, we will implement to following plan:

- Ensure that identification tags are affixed to all office equipment items and include sequential internal control numbers.
- Ensure that agency control numbers are included for each item listed on the inventory list
- Ensure that each item of equipment has a separately assigned control number

Thank you for bringing these inventory control discrepancies to my attention. Should you require further information, please notify me after July 9, 2012 as I will be on vacation.

Sincerely,

Nadine Whitted
District Manager

The
Borough
of
Brooklyn



COMMUNITY BOARD NO. 5

The City of New York
127 Pennsylvania Avenue • Brooklyn, NY 11207
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(E-Mail) Bk05@cb.nyc.gov

MARTY MARKOWITZ
Borough President

NATHAN BRADLEY
Chairman

WALTER CAMPBELL
District Manager

July 2, 2012

Ms. Irene Lam, Audit Supervisor
City of New York
Office of The Comptroller
One Centre Street, Room 100
New York, New York 10007

Re: Responses to Audit Report FM12-116A

Dear Ms. Lam:

I am responding to the draft findings and recommendations of the Audit report dated June 19, 2012.

The following issues were found regarding the physical inventory of major equipment:

- (1) The tags indicated only that the items were property of the Board. This has been corrected and we now list: property of Community Board#5 and control numbers.

The following issues were found regarding the inventory lists of major equipment:

- (1) The Boards' inventory list did not include items observed at the time of walk-through. All items at CB#5 are now listed on the inventory list.
- (2) The inventory list lacked agency tag control numbers. All items at CB#5 now have agency tag control numbers.
- (3) The inventory list lacked serial numbers. All items at CB#5 now have serial numbers.
- (4) The inventory list had incorrect serial numbers. CB#5 staff checked and corrected all serial numbers.

The Board will adhere to the relinquishment procedures as required by DCAS. All Identification tags are affixed to all office items including sequential internal control numbers. We have a complete and accurate record of all equipment. Agency control numbers are included for each items listed on the inventory list. Each item of equipment is assigned a separate control number and all items on the inventory list are accounted for.

Sincerely,

Walter Campbell, DM
Community Board # 5



THE CITY OF NEW YORK **COMMUNITY BOARD SIX**

Marty Markowitz
Borough President

Daniel M. Kummer
Chairperson

Craig Hammerman
District Manager

July 3, 2012

Tina Kim
Deputy Comptroller
Office of the Comptroller
Bureau of Audit
One Centre Street, Room 1100
New York, New York 10007-2341

Re: Audit Report on the Inventory Practices
Over Major Office Equipment at the 18
Brooklyn Community Boards, FM12-116A

Dear Deputy Comptroller Kim:

I have received and reviewed your draft report dated June 19, 2012 for the above-referenced audit of our district office covering the period of July 1, 2011 through April 30, 2012.

I acknowledge that your auditor's findings were accurately conveyed in the draft audit report. Please be advised that we have already taken the following corrective steps immediately following their visit to our district office:

- The 1 item in our office found to be missing an agency tag, as identified in Table II of your draft report, has been properly tagged;
- The 2 incidents of incorrect serial numbers contained on our internal Inventory List, as identified in Table III of your draft report, has since been corrected on our Inventory List. An updated Inventory List reflecting this change was emailed to the auditors;
- The 1 incident of missing agency control number contained on our internal Inventory List, as identified in Table III of your draft report, has since been corrected. An updated Inventory List reflecting this change was emailed to the auditors;
- The 3 incidents of items not included on our internal Inventory List, as identified in Table III of your draft report, has since been corrected. These items have been added to our Inventory List. An updated Inventory List reflecting this change was emailed to the auditors;

Moving forward, my office will continue to adhere to the guidelines contained in the Department of Investigation's *Standards for Inventory Control and Management* to the best of our abilities.

I appreciate the professionalism and extremely helpful guidance provided to us by the auditors who worked with us throughout this process.

Please do not hesitate to contact me if there is anything further that you may require.

Sincerely,



Craig R. Hammerman
District Manager

cc: Melody Ruiz, Director of Administration, Brooklyn Borough President's Office



THE CITY OF NEW YORK
BOROUGH OF BROOKLYN
COMMUNITY BOARD #7

Fred Xuereb
Chairperson

Jeremy Laufer
District Manager, 2012

MARTY MARKOWITZ
Borough President

Ms. H. Tina Kim
Deputy Comptroller
Municipal Building
One Centre Street, Room 1100
New York, New York 10007-2341

**Re: Audit Report on the Inventory Practices Over Major Office Equipment at the 18 Brooklyn
Community Boards
FM12-116A**

Dear Deputy Comptroller Kim:

Community Board 7/Brooklyn acknowledges the deficiencies in our inventory practices as described in the Comptroller's Audit Report. We have already taken action to correct these deficiencies by placing tags on all equipment, including the items that were donated to the Board, and ensuring that all serial numbers have been added to our inventory list.

We thank you for this opportunity to respond to the audit and have made corrections to our practices as we have been made aware of deficiencies.

Sincerely,

Fred Xuereb
Chairman

Jeremy Laufer
District Manager



COMMUNITY BOARD NO. 8

1291 ST. MARKS AVENUE • BROOKLYN, NEW YORK 11213

TEL.: (718) 467-5620 • FAX: (718) 778-2979

Marty Markowitz
Borough President

Nizjoni Granville
Chairperson

Robert Matthews
Chairperson Emeritus

Michelle T. George
District Manager

June 26, 2012

Ms. Tina Kim
Comptroller's Office
Bureau of Audit
Municipal Building
1 Centre Street, Room 1100
New York, NY 10007

Dear Ms. Kim,

Please note the response to the Comptroller's Office Audit Report on the inventory practices over major office equipment for Brooklyn Community Board No. 8. The response was prepared after corrective measures were employed.

1. Of the three items with incorrect serial numbers:

- a. Dell Monitor --serial number corrected on inventory list
- b. Preferred MP11400 --corrected, removed from active inventory list, and prepared for salvage
- c. Dell Monitor REVA02 --serial number corrected on inventory list

All serial numbers were double-checked to ensure accuracy.

2. Of the three items without serial numbers:

- a. Dymo Label Maker --serial number added to inventory list
- b. Magic Chef Refrigerator --serial number added to inventory list
- c. Hoover Vacuum--serial number added to inventory list

All items were double-checked to ensure that serial numbers were placed on the inventory list.

3. The two items not found on the inventory list, but found present in the office:

- a. Dell Optiplex S/N 00186153772059- prepared for salvage as it is not in use
- b. Dell Optiplex GX280 S/N 2QSGS71 - added to inventory list

All items in the office were re-evaluated and all equipment that was not initially added to the list, was added. As of the present, there should be no more inconsistencies with the list.

4. The two items not tagged, but that were found on the inventory list:
 - a. HP Laserjet CP1215 S/N CNAC81J19S—item was tagged
 - b. Lenovo Laptop S/N CBU2129384—item was tagged

All items were double-checked to ensure that they are tagged as required.

5. Items listed as not found:

An email was submitted to Ms. Kathy Cornwall-Wilson (cc'd on this letter), explaining that they had been discarded. They have since been removed from the inventory list. As we now understand that they were discarded improperly, to avoid the offense in the future, all other broken or unusable items are being stored and prepared for salvage. They will no longer appear on our active inventory lists.

6. Items not given a control number:

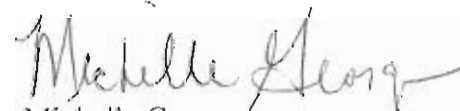
All items on the inventory list were given a sequential order control number. All newly purchased items will be immediately tagged and given a control number as well. Items awaiting disposal via salvage do not have control numbers as they no longer appear on inventory lists.

Thank you for giving us ample time to correct the egregious errors found during our audit. We would also like to thank you for your patience and cooperation.



Nizjoni Granville
Chairperson

Sincerely,



Michelle George
District Manager

cc: Ms. Kathy Cornwall-Wilson

Inventory
Office Equipment

Product	Model No.	Serial/Product No	CB#8 Sequence No.
Reception Area			
1. One Time Clock	ARC-E	519772	CB#8-157159-E01
2. Electric Pencil Sharpener	KP-77N	N/A	CB#8-157159-E02
3. Fellowes Power Shredder	220	200051762	CB#8-157159-E03
4. HP Compaq Desktop	500B MT	MXL0150S66	CB#8-157159-E04
5. HP Compaq Monitor	LE 1711	3CQ00562G2	CB#8-157159-E05
6. HP Mouse	M-UAE96	265986-001	CB#8-157159-E06
7. HP Keyboard	KUJ-0316	434821-002IDOM	CB#8-157159-E07
8. HP Laserjet Printer	P1005	VND3K24218	CB#8-157159-E08
9. Dynex 15" Flat screen LCD Monitor	N/A	Z63A5JA003386	CB#8-157159-F09
10. Oil Filled Heater	2507	71605-801-IP	CB#8-157159-E64
Copy Room			
1. Combination Safe	5	76-40137	CB#8-157159-E10
2. Desk Top Brother Copier	DCP-808DN	U62270G1J7999919	CB#8-157159-E11
3. Canon Image Runner Advance Color Copier (lease) C5051		GQM57901	CB#8-157159-E12
4. Wireless Amplifier/Microphone	PA30	0816272	CB#8-157159-E13
File Room			
1. Paper Cutter	2612	22889	CB#8-157159-E14
2. Brother P-Touch Label Machine	PT-18R	U61014-C1G813420	CB#8-157159-E15

Inventory
Office Equipment

Product	Model No..	Serial/Product No	CB#8 Sequence No.
Reception Area			
1. One Time Clock	ARC-E	519772	CB#8-157159-E01
2. Electric Pencil Sharpener	KP-77N	N/A	CB#8-157159-E02
3. Fellowes Power Shredder	220	200051762	CB#8-157159-E03
4. HP Compaq Desktop	500B MT	MXL0150S66	CB#8-157159-E04
5. HP Compaq Monitor	LE 1711	3CQ00562G2	CB#8-157159-E05
6. HP Mouse	M-UAE96	265986-001	CB#8-157159-E06
7. HP Keyboard	KU-0316	434821-002DOM	CB#8-157159-E07
8. HP Laserjet Printer	P1005	VND3K24218	CB#8-157159-E08
9. Dynex 15" Flat screen LCD Monitor	N/A	Z63A5JA003386	CB#8-157159-E09
10. Oil Filled Heater	2507	71605-801-IP	CB#8-157159-E64
Copy Room			
1. Combination Safe	5	76-40137	CB#8-157159-E10
2. Desk Top Brother Copier	DCP-808DN	U62270G1J799919	CB#8-157159-E11
3. Canon Image Runner Advance Color Copier (lease)	C5051	GQM57901	CB#8-157159-E12
4. Wireless Amplifier/Microphone	PA30	0816272	CB#8-157159-E13
File Room			
1. Paper Cutter	2612	22889	CB#8-157159-E14
2. Brother P-Touch Label Machine	PT-18R	U61014-C1G813420	CB#8-157159-E15

Product	Model No..	Serial/Product No	CB#8 Sequence No.
1st Floor Conference Room			
1. Dymo Letra Tag (Label Tag)	QX50	X241000906A	CB#8-157159-E16
2. Panasonic Fax Machine	KX-FL511	9DAWE 375168	CB#8-157159-E17
3. Dynex LCD 19-inch Flat Screen Monitor	N/A	ALKA6JA003726	CB#8-157159-E18
4. Swingline Electric Stapler	67	JG539441	CB#8-157159-E19
5. Pitney Bowes Postage Machine (lease)	3C00	3152055	CB#8-157159-E20
6. Dell Mini Projector	M110	C/N 0P3KV2-S0081-25B-002	CB#8-157159-E66
7. Dell Projector Tripod	N/A	N/A	CB#8-157159-E67
8. Dell Projector Wand	TSHT-IR01	20401463	CB#8-157159-E68
9. Pitney Bowes Scale (lease)	MP9G	0116281	CB#8-157159-E21
Ms. George's Office			
1. Dynex 26-inch Flat Screen MONITOR	N/A	Z624JA011545	CB#8-157159-E22
2. Aurora Power Shredder	AS1022CD	N/A	CB#8-157159-E23
3. Dell OptiPlex 380 Desktop	DCCY1F	514D6A03	CB#8-157159-E24
4. Dell Monitor	N/A	C/N-0CN078-7287284UR02EL	CB#8-157159-E25
5. Dell Keyboard	KB212-B	CN05P02F-7158117K-01UE-A0	CB#8-157159-E26
6. Dell Palm Rest	KB212-B	CN068N1F-73571-163-00YQ-A00	CB#8-157159-E27
7. Dell Optiplex 755 Desktop	DCCY	78Z.XNG1	CB#8-157159-E28
8. Dell Monitor	N/A	CN0D5428-72872-54RAV7L	CB#8-157159-E29
9. Compaq Keyboard	PR1101U	PUAA1006000964	CB#8-157159-E30
10. Dell Mouse	MOC5U0	H0H020OD	CB#8-157159-E31
11. Electric Pencil Sharpener	KP-33	N/A	CB#8-157159-E32
12. HP Laser Printer	CP-1215	CNAC81J19S	CB#8-157159-E33
13. Vupoint Solutions Magic Wand Scanner	PDS-S1415R-VP	000-007-3805	CB#8-157159-E34
14. Dell Color Printer	1250c	0258YW-71971-18M-N424	CB#8-157159-E35
15. Dell Mouse	N/A	CN-011D3V-71581-18P-0ESQ	CB#8-157158-F59

Product

Ms. George's Office cont'd

Product	Model No.	Serial/Product No	CB#8 Sequence No.
16. Everfocus DVR Recorder	ECOR4F	N/A	CB#8-157159-E58
17. Dell Speakers	REV A01	CN-0LJ378-37174-844-017A	CB#8-157159-E60
1. Oil Filled Heater	2507	71605-801-IP	CB#8-157159-E63

2nd Floor Conference Room

1. Dynex Flat 19-inch MONITOR/DVD	N/A	10E0899900120	CB#8-157159-E36
2. Dell Printer	P1500	KR-07Y599-05958-34T-9K7V	CB#8-157159-E37
3. Lenovo G555 Laptop	0873	CBU2129384	CB#8-157159-E38
4. Sony Vaio Laptop	PCG 51511L	27532934 3000322	CB#8-157159-E39
5. Dell Optiplex Wide Screen Monitor	N/A	CN-08VVND-74445-1CS-C7EM	CB#8-157159-E40
6. Dell Optiplex 790 Minitower	D05D	3KY38 AO1 JSD2	CB#8-157159-E41
7. Dell Keyboard	SK8120	CN01HF2Y-71616-1CM02ETA00	CB#8-157159-E42
8. Dell MS111 USB Optical Mouse	MS111-L	CN-09RRC7-48723-218-04K0	CB#8-157159-E43
9. Dell Black Sound Bar	AX510	CN-0c730C-71623-1BC-0224	CB#8-157159-E44
10. Seagate USB Desk Top Storage (backup hard drive)	N/A	2GHNL67L	CB#8-157159-E45
11. Dell Keyboard	A02	CN-054628-71616-54B-0H6T	CB#8-157159-E61
12. Dell Optiplex	GX280	2QSGS71	CB#8-157159-E62

Kitchen

1. Refrigerator Magic Chef	C7B1521GRW	11017411A1	CB#8-157159-E46
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2nd Floor Back Office (Julia's Office)

1. Dynex 19-inch Flatscreen Monitor	N/A	Z61A21A007915	CB#8-157159-E47
2. HP Scanjet 5590 Digital Flatbed Scanner	C1.SD-0406	CN4BJSAL12Z	CB#8-157159-E48
3. Dell Mouse	M0C5U0	I0G004H8	CB#8-157159-E49
4. Dell Monitor	REV A02	CN-OC553H-7444594F-AA2L	CB#8-157159-E50

Product	Model No.	Serial/Product No	CB#8 Sequence No.
2nd Floor Back Office (Julia's Office) cont'd			
5. Dell Optiplex Tower 760	N/A	BQYX6K1	CB#8-157159-E51
6. HP Laserjet Copier	P2055dn	CNB9L47172	CB#8-157159-E52
7. Dell Keyboard	L100	CN-ORH659-73571-93P-0614	CB#8-157159-E57
8. Oil Filled Heater	2507	71605-801-IP	CB#8-157159-E55
Supply Room			
1. Hoover Carpet Cleaner	F5815	029500309148	CB#8-157159-E53
2. Sanitaire Vacuum Cleaner	SC785	0718000614	CB#8-157159-E54
3. Hoover Commercial Wind Tunnel	C1703-900	020400062964	CB#8-157159-E65
4. Scotch-Brite Sweeper/Vacuum	N/A	N/A	CB#8-157159-E56

Effective: June 26, 2012

COMMUNITY BOARD NO. 9



Marty Markowitz
Borough President

Rabbi Jacob Goldstein
Chairman

Pearl R. Miles
District Manager

July 2, 2012

Ms. Tina Kim
Deputy Comptroller for Audit
Office of the Comptroller
1 Centre Street
New York, NY 10007

Re: Audit Report on the Inventory Practices
Over Major Office Equipment at the 18
Brooklyn Community Boards – FM12-116A

Dear Deputy Comptroller Kim:

Please be advised that Community Board 9 has complied with the Comptroller's recommendations pertaining to the Board's inventory practices; and contained in the "Audit Report on the Inventory Practices Over Major Office Equipment at the 18 Brooklyn Community Boards – FM12-116A."

Enclosed please find a completed copy of our inventory records. As required by the Department of Investigation's (DOI) *Standards for Inventory Control and Management*, all of Community Board 9's major equipment has been affixed with inventory tags; and Serial Numbers and Model Numbers corrected where necessary.

Sincerely,

A handwritten signature in black ink that reads "Pearl R. Miles".

Pearl R. Miles
District Manager

Enclosure

COMMUNITY BOARD 9
 890 NOSTRAND AVE
 BROOKLYN, NY 11225

UPDATED INVENTORY (EQUIPMENT ONLY)
 COMMUNITY BOARD 9 PROPERTY
 June 2012

MAIN OFFICE - AREA B					
ITEMS	SERIAL NUMBER	MODEL NUMBER	TAG	QUANTITY	
Dell Flat Screen Monitor	MX08G15247605267AYJ0	1702FP	AB479001	1	
Dell Flat Screen Monitor	MX08G15247605267AYJC	1702FP	AB479002	1	
Planar Monitor 1910M	BD819A83882	TJ999	AB479003	1	
HP Computer	2UA8241R3R	PNKA478UT#ABA	AB479004	1	
HP Computer	MXL8210ZY5	PNKA478UT#ABA	AB479005	1	
Lenovo Computer	MJKPV05	BCU	AB479006	1	
HP Keyboard	BC2AAOES9VZ5BB	9109	AB479007	1	
HP Keyboard	BC2AAOES9VXHD4	9109	AB479008	1	
Lenovo Keyboard	91808	KB1021	AB479009	1	
Harmon/Kardon Speakers	No Serial Number Listed on Item	HK206	AB479010	2	
HP Business Inkjet 2800 Printer	TH51Q44ØDJ	SNPRC-0402	AB479011	1	
HP Business Inkjet 2800 Printer	TH72K5ZØ5K	SNPRC-0402	AB479012	1	
Panasonic Phone	7CCSB076741	KX-T7731-B	AB479013	1	
Panasonic Phone	6LCSB553441	KX-T7731-B	AB479014	1	
Panasonic Phone	7CCSB076740	KX-T7731-B	AB479015	1	
Panasonic Phone	71BC5110508	KX-T7731-B	AB479016	1	
Sony CD/Radio/Cassette Player	1229361	CFD-S300	AB479017	1	
ULTRAK Video Security Monitor	M2030238	KM0900MN	AB479018	1	
Hoover Vacuum Cleaner	50700028550	C1800	AB479019	1	
DYMO LabelManager 400	Z431021373U	17280	AB479020	1	
Notehead Dictaphone 2750 Voice Processor	687229	2750	AB479021	1	
RCA Tape Recorder and Cassette Player	CGB07L345B2718	RP3503-B	AB479022	1	

MAIN OFFICE – AREA B (cont'd)					
ITEMS	SERIAL NUMBER	MODEL NUMBER	TAG	QUANTITY	
Olympus Zoom 3500 DLX Camera	1340094	DLX 102-985	AB479023	1	
Martin Yale Shredder 2000 SC	25271400045C	MY2000SC	AB479024	1	
Brother EM-630 Electronic Typewriter	M58293007	BEM-630	AB479025	1	
NEC LT245 XGA 2200 Lumens Projector	4X00396FB	LT245-100-240V	AB479026	1	
Panasonic 23X Camcorder with Case	D8WA12684	PV-L758D	AB479027	1	
Panasonic Panafax UF 790	DEP2AU00385	UF-790	AB479028	1	
Amano Time Recorder	383Ø5Ø31Ø	68Ø7	AB479029	1	

DISTRICT MANAGER'S OFFICE – AREA C					
ITEMS	SERIAL NUMBER	MODEL NUMBER	TAG	QUANTITY	
Planar Flat Screen Monitor PL1910M	BD819A83864	TJ999	AC479001	1	
Hanns G Security Monitor HW191A	031GU3BY06100	HSG1060	AC479002	1	
Lenovo Computer	MJFLF84	BCU	AC479003	1	
Sony Laptop Computer	54131776-3000937	PC941412L	AC479004	1	
Toshiba Laptop Computer	67384124K	P205-S6307	AC479005	1	
Dell Computer Speakers	No Serial Number Listed on Item	Y9259	AC479006	1	
Lenovo Keyboard	244517	SK-8825	AC479007	1	
Panasonic Phone	7LBCB511046	KX-T7731-B	AC479008	1	
Panasonic Phone	6LCSB553442	KX-T7731-B	AC479009	1	
Martin Yale 1000 CC Shredder	2517604358E	MY1000CC	AC479010	1	
GBC Shredmaster CC85	QE12934	CC85-1	AC479011	1	
HP Color Laser Jet 4700dn Printer	JP4LIB20452	Q7493A#ABA	AC479012	1	
Holmes Space Heater	No Serial Number Listed on Item	HFH2986	AC479013	1	

CONFERENCE ROOM - AREA D					
ITEMS	SERIAL NUMBER	MODEL NUMBER	TAG	QUANTITY	
Acer Monitor	ETLKA0C0080500A5CB4040	G195W	AD479001	1	
Data Robotics	TDB10570338	DRDS2-A	AD479002	1	
Lenovo Computer Keyboard	634156	KU0225	AD479003	1	
Lenovo Think Server	MJNMFAO	13U	AD479004	1	
Lenovo Mouse	4443969	MO28UOL	AD479005	1	
Weston Digital External Hard Drive	WXC308932359	WDT-ATB	AD479006	1	
Weston Digital External Hard Drive	WXE308HV2063	WDT-ATB	AD479007	1	
Linksys Router	BEFSR81	C2220CA19650	AD479008	1	
Netgear 8 Port Switch	2162033X02D6B	GS108	AD479009	1	
Seagate External USB Tape Drive	HB2EAZN	STT6201U2	AD479010	1	
APC Smart OPS 1500	AS1038131791	SMT1500	AD479011	1	
View Sonic Flat Screen Television	QNE073110772	VS11769-1M	AD479012	1	
3M 9550 Overhead Projector	1003958	9000AJH	AD479014	1	
Telex Caramate	260206	4140	AD479015	1	
RICOH 3350 Copier (leased equipment)	M6385400870	MP 3350	AD479016	1	
Pitney Bowes Folding Machine	2459	FD40 - FD4R (Refurb.)	AD479017	1	
Pitney Bowes Digital Mailing System (leased equipment)	4412307	DM500	AD479018	1	
Martin Yale 2000 SC Shredder	25271400004C	MY2000SC	AD479019	1	
Panasonic Phone	6LCSB553436	KX-T7731-B	AD479020	1	
Holmes Space Heater	No Serial Number Listed on Item	HFH2986	AD479021	1	
Panasonic Electric Stapler	259642	AS300NN	AD479022	1	
Trendnet Wireless Router	UM1025RA00055	TEW-691GR	AD479023	1	
Panasonic Wireless Telephone System	7JASL006760	KX-TAWA848	AD479024	1	
Netgear 16 Gigabyte Switch	2362125J00F50	GS116	AD479025	1	
Panasonic Voice Processing System	8CBSH03099	KX-TVA50	AD479026	1	
Digital Watchdog Video Recorder	VM040210180139	VMAX-4	AD479027	1	

STORAGE ROOM - AREA E					
ITEMS	SERIAL NUMBER	MODEL NUMBER	TAG	QUANTITY	
Summit No Frost Refrigerator	H2007600012	FF1074W	AE479001	1	
Rival 4 Slice Toaster	No Serial Number Listed on Item	TT9442	AE479002	1	
Kenmore Microwave Oven	711TAYV00642	72166102500	AE479003	1	
Hormel Airpot	No Serial Number Listed on Item	HORSV-350	AE479004	1	
Mr. Coffee Model C24 Coffee Maker	No Serial Number Listed on Item	CK240	AE479005	1	

SPARE ROOM - AREA F					
ITEMS	SERIAL NUMBER	MODEL NUMBER	TAG	QUANTITY	
Holmes Space Heater	No Serial Number Listed on Item	HFH2986	AF479001	1	

REST ROOM - AREA G					
ITEMS	SERIAL NUMBER	MODEL NUMBER	TAG	QUANTITY	
Rival Titan Space Heater	0605	T770-1	AG479001	1	

COMMUNITY BOARD 9
 890 NOSTRAND AVE
 BROOKLYN, NY 11225

UPDATED INVENTORY - NON-ELECTRONIC ITEMS
 COMMUNITY BOARD 9 PROPERTY
 June 2012

RECEPTION AREA - AREA A		QUANTITY
ITEMS		
Magazine Table		1
Conference Table (Mahogany)		1
Green Chairs		20
Silk Plant		1
Bulletin Board		1
6 Pocket Magazine Wall Rack		1
9 Pocket Magazine Wall Rack		1
12 Pocket Magazine Wall Rack		3
24 Pocket Magazine Wall Rack		1
Magazine Rack (Wooden)		1
Model of Grand Army Plaza		1
Security Cameras		3
American Flag (Dressed)		1
City of New York Flag (Dressed)		1
Umbrella Stand		1
Community Board 9 Welcome Mat		1
Plastic Fruit Bowl		1

MAIN OFFICE - AREA B		QUANTITY
ITEMS		
Fax Machine Table (Wooden)		1
Time Card Wall File		1
File Trays (wooden)		2
Credenza		1
Book Cases (wooden)		3
Book Ends		23
Magazines Files		28
3 Pocket Magazine Files		4
Beige Swivel Stool		1
Four Drawer Lateral File Cabinets		3
Swivel Chairs		4
Chair Mats		4
Executive Desk Right Return		1
Executive Desk Left Return		2
Rolax Ergonomic Foot-rests		1
Rolling Cabinet		1
Coat Rack		1
Bulletin Boards		2
Silk Plant		1
File Trays/ Organizers		9
Tape Dispensers		3
Tenex Stapler		1
Swingline Staplers		2
Boston Pencil Sharpener		1
Desktop Copyholder with Line Guide		3
Garbage Cans		5
Recycle Bins		3

MAIN OFFICE - AREA B (cont'd)	
ITEMS	QUANTITY
Seth Thomas Wall Clock	1
Large Supply Cabinet	1
Small Supply Cabinet	1
Eldon File Rack	1
Laser Pointer	1
Flash Light	1
Wall Hangings (awards/photographs)	41
Fire Extinguisher	1

DISTRICT MANAGER'S OFFICE - AREA C	
ITEMS	QUANTITY
Credenza (hutch with keyboard tray)	1
Silk Plant	1
Printer Cabinet (wooden)	1
Bulletin Board	1
Waste Basket	1
Recycle Bin	1
Executive Swivel Chair	2
Chair Mat	1
Double Pedestal Desk	1
File Trays	3
Desk Lamp	1
Targus Laptop Carrying Bag	1
Side Armchairs	2
End Table	1
Coat Rack	1

DISTRICT MANAGER'S OFFICE - AREA C (cont'd)	
ITEMS	QUANTITY
Wall Hangings (awards/photographs)	25
Wire Frame Phone Stand	1
6 Compartment Wooden Shelf (Built-In)	1

CONFERENCE ROOM - AREA D	
ITEMS	QUANTITY
Mahogany Computer Stand	1
Quartet Projector Stand	1
TV Stand	1
Mahogany Conference Cabinet (wall unit)	1
Four Drawer Lateral File Cabinet	1
3 Drawer File Cabinet	1
6 Shelf Cabinet Storage	1
Folding Chairs	13
Grey Swivel Chair	1
Green Chairs	10
Globe	1
Desk Lamp	1
Wall Hangings (photos)	5
Table for Mail Machine	1
Sparco Heavy Duty Stapler NO. 01315	1
Swingline 3 hole standard punch	1
Model of Community District 9	1
MTN Compact Water Cooler (leased)	1
Dixie Cup Dispenser	1
Mahogany Conference Table	1

CONFERENCE ROOM - AREA D (cont'd)		QUANTITY
ITEMS		
Aluminum Rolling Table		1
Recycling Bin		1
Seth Thomas clock		1
Wire Basket		1

STORAGE ROOM - AREA E		QUANTITY
ITEMS		
Werner 6ft. Ladder (orange)		1
Large Garbage Bin		1
Small Garbage Bin		1
Mahogany Cabinet		1
Step Stool		1
Connoisseur Coffee Set		1

SPARE ROOM - AREA F		QUANTITY
ITEMS		
Red Sofa Upholstered		1
Wall Hanging		1
Christmas Tree		1

REST ROOM - AREA G	
ITEMS	QUANTITY
Provon soap dispenser	1
Paper towel holder (Kimberly Clarke)	1
Bobrick Washroom Equipment	1
Full Length Mirror	1
White supply cabinet	1
First-aid- Johnson & Johnson	1
Rubbermaid mopping bucket	1
Swiffer Floor cleaner	1
Scotch Brite Floor Cleaner	1
Rubbermaid Mop	1
Continental Hooded Arranger - Tool Hanger	1



Community Board Ten

8119 5th Avenue • Brooklyn, NY 11209
(718) 745-6827 • Fax (718) 836-2447
Communitybd10@nyc.rr.com

BRIAN KIERAN
Vice Chairperson
ELEANOR SCHIANO
Secretary
MARY ANN WALSH
Treasurer

JOANNE SEMINARA
Chairwoman
JOSEPHINE BECKMANN
District Manager

July 3, 2012

Tina Kim, Deputy Comptroller
City of New York
Municipal Building
1 Centre Street Room 1100
New York, NY 10007-2341

Dear Ms. Kim:

I am writing in response to Audit Report on the Inventory Practices over Major Equipment.

The Audit Report states that our office was in full compliance with no missing agency control numbers, items not included on list and items with duplicate control numbers. It also found five incorrect and twenty missing serial numbers.

In response to your findings, our Agency Implementation Plan includes corrections to our inventory report relating to incorrect and missing serial numbers on certain equipment. Additionally, I have provided instruction to staff to ensure the proper identification of serial numbers on equipment on our inventory control list. I have attached a copy of Community Board Ten's amended Inventory List.

Thank you for your attention.

Sincerely,

Josephine Beckmann
District Manager

MARTY MARKOWITZ, BOROUGH PRESIDENT

COMMUNITY BOARD TEN
EQUIPMENT LIST
JUNE 2012

Computers -- Monitors (10)

Dell Optiplex System

<u>Inventory #</u>	<u>Serial #</u>	<u>Location</u>
1004	Dell E172FPb CN OM 1609-46633-445-45UL	Conference Room Closet
1005	Dell E172FPb CN OM 1609-46633-3CR-3GML	Conference Room
1006	Dell E172FPb CN OM 1609-46633-3CR-3GPL	Conference Room Closet
1117	Dell 1909Wb #FS200000006EOMU01001-095X03328-A	Main Office -- Work Station #1
2048	Dell 2407WFPb MX-OCC302-46634-76C-2EG5	DM Office
2049	Dell 2407WFPb MX-OCC302-46634-76C-2EMS	Main Office -- Work Station #2
1064	Dell E172FPb CN OM1609-46633-3CR-3GML	Conference Room Closet
2063	Dell 1909Wb #CKS-00000006EOMU010001-09E01174-A	Main Office - Work Station #3
1108	Dell 2009Wt OFH8MW-74445-03B-CPJL	Basement Door
1109	Dell 2009Wt OFH8MW-74445-03I-C3OL	Basement Door

Dell Keyboards (10)

1008	Dell L100 #CN-ORH6597357172NO3GC	Conference Room
1010	Fellowes KBR0108 #4A44102867B	Conference Room Closet
1011	Dell SK-8110 #CN-07N242-71616-44M-006G	Conference Room Closet
2001	Dell SK-8110 #CN-07N242-71616-3C8-1015	Conference Room Closet
3000	Dell L100 #CNORH6597357172NO3GB	Conference Room Closet
1060	Fellowes KBR0108 #4A44102855B	Conference Room Closet
2064	Dell L30U #CN-ON242F-73571-8AS-001V-A00	Main Office -- Work Station #3
2092	Dell L30U #CN-ON242F-73571-054-00QP-A01	Main Office -- Work Station #2
1104	Dell L30U #CN-ON242F-73571-8AU-01YG-A00	Main Office -- Work Station #1
1105	Dell L30U #CN-ON242F-73571-054-00VJ-A01	DM Office

Computer Towers (11)

1014	Dell Optiplex GX270 #2TX2351	Conference Room Closet
1015	Dell Optiplex GX270 #3TB2G41	Conference Room Closet
1016	Dell Optiplex GX270 #GSB2G41	Conference Room Closet
1017	Dell Optiplex GX270 #8SB2G41	Basement
1107	Dell Optiplex 960 #5ZMRJM1	DM Office
2051	Dell Dimension XPS 710 #HN3R3D1	Conference Room Closet
2052	Dell Dimension XPS 710 #JN3R3D1	Basement Server
2065	Dell Optiplex 760 #BLDBKK1	Main Office -- Work Station #3
2070	Dell Optiplex 760 #6LDBKK1	Main Office -- Work Station #1
2094	Dell Optiplex 960 #7KRRFQ1	Conference Room
2095	Dell Optiplex 960 #5ZMSJM1	Main Office -- Work Station #2

COMMUNITY BOARD TEN
EQUIPMENT LIST
JUNE 2012

Page 2

<u>Inventory #</u>	<u>Serial #</u>	<u>Location</u>
<u>Computer Mouses (10)</u>		
1018	Dell SAW34 #HCD40754538	Conference Room Closet
1019	Radio Shack #08A05 26-3046	Conference Room Closet
1020	Logitech M-BJ58 #830718-000	Conference Room
2053	Radio Shack 08A05 #DP/N OYH933 #GOD00JC8	Conference Room Closet
2054	Dell M0C5U0 #10J01CVJ	Main Office – Work Station #1
2066	Dell M0C5U0 #10104DSD	Main Office – Work Station #3
1100	Fellowes Wireless Desktop Receiver 1.0A #4A44102867B	W.S. #1 - Overhead Cabinet
1101	Dell M-UAR DEL7 #DP/N XN966	Main Office – Work Station #2
1106	Dell M-UAR DEL7 #LZ017HC5MM7	DM Office
1111	Fellowes Wireless Desktop Receiver 1.0A #4A44102855B	Conference Room Closet
<u>Printers (7)</u>		
1022	HP Laserjet 1012 Serial #CNFB460393	Main Office – Work Station #1
2024	HP Laserjet P1006 Serial #VNB3T04286	Main Office – Work Station #2
2026	HP Deskjet 6540 Serial #MY4903RIT2	Main Office – Work Station #3
1064	Dell 1720 #CN0HK11173190-7421461	DM Office
1116	HP Laserjet P1006 Serial #VNB3T04288	Conference Room
2067	HP Laser Jet P1006 Serial #VNB3T04282	Main Office – Work Station #3
2096	PhotoSmart D7560 #MY920891JR	Conference Room
<u>Typewriter</u>		
2022	ML100 Brother Daisy Wheel Electronic Typewriter Serial # M4E050091	Work Station #3
<u>Dell Speaker</u>		
1115	Serial #CNOC730C-71623-01E-1037	Conference Room Closet
<u>Security System</u>		
2091	GEN IV Technology Serial #A1001176	DM Office
<u>Security Monitors (3)</u>		
1070	Hannspree HF199H Security Monitor	DM Office
1102	Vizio Security Monitor Ser#LZMDUAK1302037	Conference Room
1103	Toshiba Security Monitor Ser#B09R01C25960A1	Main Office
<u>Fax</u>		
2050	Muratec F520 #DA737390155012*CJI	Main Office

COMMUNITY BOARD TEN
EQUIPMENT LIST
JUNE 2012

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<u>Inventory #</u>	<u>Serial #</u>	<u>Location</u>
<u>Routers (2)</u>		
2040	Linksys Wireless G Router Serial # CDFD1F9Q9358	Basement
2081	Linksys 8 Port Wireless Router Serial #RDV3OK409856	Basement
<u>Linksys Wireless B Network Adaptors (4)</u>		
2030	Serial # B41404101791	W.S. #1 Overhead Cabinet
2033	Serial # B41404101781	Main Office – Work Station #3
2034	Serial # MEQ10D317829	W.S. #1 Overhead Cabinet
2035	Serial # M41263431969	DM Office
<u>Internet Router</u>		
1110	RCA	Basement
<u>Netgear N150 Wireless Adapter</u>		
1114	Serial #27210BBE134BA	Conference Room
<u>Copier</u>		
1024	Konica Minolta Model #DF-613 Serial #AOREAO10R0059754	Main Office
<u>Nortel Network Phones (7)</u>		
1046 to 1052	NT8B27JAAA	DM (2), Main Office (3), Conference Room (1), Klitchen (1)
<u>Scanners (5)</u>		
2029	HP Scanjet Serial #CN483B462C	Conference Room Closet
2031	HP Scanjet Serial #CN87JA700W	DM Office
2068	Canon Image Formula Ser #DL375556	Work Station #1
2085	HP Scanjet #N6010 Serial #CN01BA700P	Work Station #3
2086	HP Scanjet #N6010 Serial #CN9CVA7074	Work Station #2
<u>Dell Notebook</u>		
2055	JSQY401 – Model PP18L Serial #- CN-ONM416-12961-76B-3793 Express Service Code 43097179285	DM Office

COMMUNITY BOARD TEN
EQUIPMENT LIST
JUNE 2012

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<u>Inventory #</u>	<u>Serial #</u>	<u>Location</u>
<u>Letter Folding Machine</u>		
2021	Model # P6200 Premier Electric Desktop Serial#59156	Conference Room
<u>Paper Cutter</u>		
2023	Model # 26232 X=ACTP 12" Paper Trimmer	Conference Room
<u>Shredder</u>		
2041	Fellowes OD1200 Serial#041121EC0078962	Work Station #3
<u>Camera</u>		
2025	HP PhotoSmart R707 Serial#CN4BBQ6295	DM Office
2058	Nikon Cool Pix S560 Serial #36238889	DM Office
<u>Microwave</u>		
2027	General Electric JES1039WJ Ser#:FH9129574	Kitchen
<u>Refrigerator</u>		
2036	Frigidaire Model #FRT15B3JW4 SN:BA91919500	Kitchen
<u>Vacuum Cleaner (3)</u>		
2003	Hoover Upright Model # C1415 SN:060500067372	Kitchen
2004	Hoover Upright Model # U8351-900 SN:0108000132842	Conference Room Closet
2079	Sanitaire Model #SC5713 SN:0916000980	Kitchen
<u>Portable Sound System (with microphone)</u>		
2032	Amplivox Model # SW122A	Conference Room Closet
<u>Tape Recorder (3)</u>		
2037	School Mate Serial #S0080256-0517	Conference Room
2038	Optimus CTR-109	Conference Room
2088	School Mate Serial #15422602767	Conference Room

COMMUNITY BOARD TEN
EQUIPMENT LIST
JUNE 2012

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<u>Inventory #</u>	<u>Serial #</u>	<u>Location</u>
<u>TV</u>		
1044	Sharp 19" Model 19G-MGO Serial #517363	DM Office
<u>Radio</u>		
2002	RCA Digital Radio Model #RP3765A	Conference Room
<u>Pitney Bowes Postage Machine</u>		
1053		Conference Room
<u>Space Heaters (5)</u>		
1054	Patton Space Heater	Work Station #2
1055	Patton Space Heater	Conference Room Closet
1056	Patton Space Heater	Conference Room Closet
1057	Patton Space Heater	Conference Room Closet
1058	Lakewood Space Heater	Conference Room Closet
<u>3-Hole Punch</u>		
1009	Staples One-Touch 3-Hole Punch	Main Office
<u>Defibrillator</u>		
2037	Lifepak Metronic Defibrillator 2011-10-28 Serial #35160726	Conference Room
<u>Coffee Pot</u>		
2080	Classic Coffee Concepts Model CC120 Commercial Coffee Maker	Kitchen
2100	Classic Coffee Concepts SSU50 Stainless Steel Coffee Urn	Conference Room Closet
<u>Digital Recorders (2)</u>		
2076	Sony ICD-UX71 #501-5203095A	Main Office
2077	Sony ICD-UX71 #501-5237502A	Main Office
<u>Projector Screen (1)</u>		
2089	Brand Quantis (No Serial #)	Conference Room Closet

COMMUNITY BOARD TEN
EQUIPMENT LIST
JUNE 2012

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Projector (1)

2090 Dell 120MP Serial #CN-0YY452-72571-74K-0381 Conference Room Closet

Microphone

2087 Microphone - Radio Shack Serial #33-2001A Conference Room

Welgrin, Lawrence

From: Elias-Pavia, Marnie [mellas-pavia@cb.nyc.gov]
Sent: Monday, July 02, 2012 2:10 PM
To: Welgrin, Lawrence

Good Afternoon:

Please be advised that all recommendations have been implemented as they relate to the inventory control of Community Board 11. I will not be submitting any comments to be included in the audit.

Thank you.

Marnie Elias-Pavia
District Manager
Brooklyn Community Board 11
2214 Bath Avenue
Brooklyn, NY 11214

V -718-266-8800
F - 718-266-8821

mellas-pavia@cb.nyc.gov

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THE CITY OF NEW YORK
COMMUNITY BOARD 12

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email: zsender@aol.com

Marty Markowitz
Borough President

Yidel Perlstein
Chairperson

Wolf Sender
District Manager

Moshe Wieder, First Vice Chairman
Yeruchim Silber, Second Vice Chairman
Roberta Feinstein, Secretary
Larry Jayson, Sergeant-at-Arms

June 21, 2012

H. Tina Kim, Deputy Comptroller
Office of the Comptroller
Municipal Building
One Centre Street, Room 1100
New York, N.Y. 10007-2341

Re: Audit Report on Inventory Practices
Brooklyn Community Board 12, Agency 482

Dear Deputy Comptroller Kim:

This is in response to your Audit report on Inventory Practices draft dated June 19, 2012.

We have reviewed all inventory and tagged any items that were not tagged.

We have reviewed our inventory list and added any items that were not on the original list.

We have updated our inventory list adding serial numbers for any items that were lacking same and corrected serial numbers that were incorrect.

In closing, we have addressed all recommendations made in the audit draft, and have made an "Agency Implementation Plan" to assure that we are in full compliance with the Comptroller's Directives.

Under separate cover, we have faxed you the corrected and updated Inventory List for our Agency.

If you have any questions, please do not hesitate to call.

Very truly yours,

WOLF SENDER
District Manager

YIDEL PERLSTEIN
Chairman

c: Marty Markowitz, Brooklyn Borough President



BROOKLYN COMMUNITY BOARD 13
1201 Surf Avenue – 3rd Fl., Brooklyn, NY 11224
(718) 266-3001 FAX (718) 266-3920
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MARTY MARKOWITZ
Borough President

EDDIE MARK
Chairman

CHUCK REICHENTHAL
District Manager

COMMUNITY BOARD 13 – RESPONSE TO FINDINGS & RECOMMENDATIONS

ON AUDIT REPORTS – FINANCIAL AUDIT – OFFICE OF THE COMPTROLLER

2012

- It is noted that the Board 'improperly disposed of' Items and that the office 'did not maintain formal records documenting the reported disposal' of the items. The office staff was not made aware of the situation i.e. the Board Chairman tossed out or disposed of, in other ways, the involved broken and/or unused items. The new Chairman, though informed of the proper mechanism for disposal, apparently was not aware of the correct methodology. As of now, several other items are awaiting disposal, and the Board office has done all of the proper paperwork and is awaiting the final word as to the removal of the items e.g. broken conference table chairs etc. There will be a closer look at 'disposal' Issues as they arise, and the situation, found in this report, is not expected to happen again.
- The office is aware that there were problems with the compliance issues. The Police Department had worked with the Board office on the numbering of items, but the job was not completed at the time of the retirement of the man who was doing the work. Nor did the Board office realize that the C.B. 13 Logo tags should be placed on each and every item. Thus, there were missing logos; thus, there were missing numbers. (Mislabelled numbers are being checked as to how they occurred.) The office will attempt to correct all of these problems in the near future. Serial numbers and other discrepancies will be corrected.
- The office will continue to study the recommendations and will attempt to comply with all of them in the immediate future.

Chuck Reichenthal,
District Manager
Community Board 13



BROOKLYN COMMUNITY BOARD 14
FLATBUSH-MIDWOOD COMMUNITY DISTRICT
810 East 16th Street
Brooklyn, New York 11230

MARTY MARKOWITZ
Borough President

ALVIN M. BERK
Chairman

SHAWN CAMPBELL
District Manager

July 2, 2012

H. Tina Kim
Deputy Comptroller
Bureau of Audit
City of New York, Office of the Comptroller
One Centre Street, Room 1100
New York, NY 10007-2341

Dear Ms. Kim:

I am writing in reference to the Audit Report on the Inventory Practices Over Major Office Equipment at the 18 Brooklyn Community Boards (FM12-116A). Community Board 14 is gratified to be included among the boards "which had relatively few, or no equipment inventory and inventory list control weaknesses" and has addressed the few inventory list errors noted in the report.

Please advise should you require anything further.

Sincerely,

Shawn Alyse Campbell
District Manager

cc: Marty Markowitz, Brooklyn Borough President
Alvin Berk, Chairman



The City of New York
Brooklyn Community Board 15



MARTY MARKOWITZ
BOROUGH PRESIDENT

June 20th, 2012

MICHAEL R. BLOOMBERG
MAYOR

THERESA SCAVO
CHAIRPERSON

PEARL BURG
DISTRICT MANAGER

H. Tina Kim
The City of New York
Deputy Comptroller
Municipal Building
1 Centre Street, Room 1100
New York, N.Y. 10007

OFFICERS

DR. ALAN DITCHEK
FIRST VICE-CHAIRPERSON
RITA NAPOLITANO
SECOND VICE-CHAIRPERSON
JACK ERDOS, ESQ
TREASURER
ALLEN POPPER, ESQ
SECRETARY

Re: Audit Report on the Inventory
Practices Over Major Office Equipment at
the 18 Brooklyn Community Boards
FM12-116A

EXECUTIVE COMMITTEE

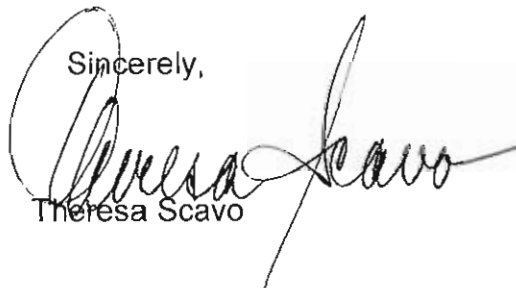
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DONALD BROWN
HON. ANNE M. DIETRICH
ROBERT GEVERTZMAN
MORRIS HARARY, ESQ
DR. OLIVER KLAPPER
HON. EILEEN M. O'BRIEN
HELEN SARUBBI
RONALD TAWIL
IRA TEPPER

Dear Comptroller Kim,

This is in response to the Audit Report received on June 19th, 2012.

Community Board 15 has read the recommendations and we will ensure to adhere to the 6 rules and regulations as set forth in the draft.

Sincerely,



Theresa Scavo

MARTY MARKOWITZ
Brooklyn Borough President

Tel: (718) 385-0323/24
Fax: (718) 342-6714



THE CITY OF NEW YORK
COMMUNITY BOARD NO. 16

444 Thomas S. Boyland Street -Room 103
Brooklyn, New York 11212

BETTIE KOLLOCK-WALLACE
Chairperson

VIOLA D. GREENE-WALKER
District Manager

June 27, 2012

Ms. Tina Kim
Office of the Comptroller
One Centre Street
New York, New York 10007

Re: Audit Report on the Inventory Practices
Over Major Office Equipment at the
18 Community Boards
FM12-116A

Dear Ms. Kim:

Community Board #16 is in receipt of the above-captioned draft report and responds as follows:

- 1) The correct serial number 218011301998 for the Viewsonic CRTVCDTS21683-1M was recorded on the inventory list.
- 2) The missing serial number 224-64 for the Perma Power S-122 Roving Rostrum P.A. System was recorded on the inventory list.
- 3) The control number M033 for the Radio Shack Indoor TV Antenna was recorded on the inventory list

We thank you for your findings and assistance in helping us maintain a complete and accurate inventory list of our office equipment.

Very truly yours,

A handwritten signature in black ink, appearing to read "Viola D. Greene-Walker".

VIOLA D. GREENE-WALKER
District Manager



The City of New York

COMMUNITY BOARD 17

39 Remsen Avenue, Brooklyn, NY 11212-1536
Telephone: (718) - 467-3536 Fax: (718) - 467-4113

Executive Officers

July 2ND 2012

Sherif Fraser
District Manager

Terry Hinds
Chairperson

Ms. H. Tina Kim
Deputy Comptroller
The City of New York
Office of the Comptroller
Bureau of Financial Audit
Municipal Building
One Centre Street – Room 1100
New York, NY. 10007-2341

Robert Antoine
First Vice Chair

Deon Weise
Second Vice Chair

Herminia Brown
Treasurer

**Gail Reed-
Barnett**
Secretary

**RE: Audit Report on the Inventory Practices
Over Major Office Equipment at the 18
Brooklyn Community Boards
FM12-116A**

Dear Deputy Comptroller Kim:

Community Board #17, Brooklyn, New York received the Preliminary Draft Audit report and is submitting this response to the findings enumerated in the report.

Table II, Page 5
Agency Tag Missing Control Numbers, 40

Response: Community Board #17 has taken the necessary steps to ensure **ALL** equipment items in the Board's office are affixed with identification tags which include sequential internal control numbers.

Community Board #17 consider this response to the recommendation appropriate and considers this matter closed. No further action is necessary.

Table III
Findings of Non-Compliance with Inventory List
Incorrect Serial Numbers

Response: Model and Serial numbers have been added to the Inventory list for the following equipments:

**Audit Report on the Inventory Practices
Over Major Office Equipment at the 18
Brooklyn Community Boards
FM12-116A**

PAGE 2

- **Konica Minolta Bizhub C360 Copier (Color)**
- **Konica Minolta Bizhub 350 Copier (Color)**
- **Konica Minolta Copier Di2510 (Black & White)**

Further, the following changes were made to the following items:

- Casio EZ Label Maker (blue) **Correct Model number added**
- VHF Wireless Microphone w/Audio Out and TRANSMITTER – **Correct Serial Number added.**

Community Board #17 considers this matter closed and therefore, no further action is necessary.

All questions regarding this matter should be directed to Ms. Sherif Fraser, District Manager at (718) 467-3536.

Sincerely,

Terry Hinds
Chairperson

cc: Hon. Marty Markowitz, President of the Borough of Brooklyn
Ms. Sherif Fraser, District Manager

COMMUNITY BOARD No. 18

1097 BERGEN AVENUE • BROOKLYN, NEW YORK 11234-4841
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bkbrd18@optonline.net



MICHAEL R. BLOOMBERG
Mayor
MARTY MARKOWITZ
Borough President
SAUL NEEDLE
Chairperson
DOROTHY TURANO
District Manager

June 27, 2012

Ms. Tina Kim
Deputy Comptroller
City of New York
One Centre Street, Room 1100
New York, NY 10007-2341

RE: Audit Report on the Inventory Practices
Over Major Office Equipment
Brooklyn Community Boards
FM12-116A

Dear Deputy Comptroller Kim:

The Community Board is in receipt of your Audit report and recommendations for the Inventory Practices referenced above for our Board Office.

Please be advised that we have taken immediate corrective action to come into full compliance with your Agency's recommendations. Corrections were made to the incorrect and missing inventory control and serial numbers, and the Harmon Kardon computer speakers and the Fellowes paper shredder were added to the Inventory List.

As always, we thank your office staff for their assistance and the professionalism under which this audit was performed.

Sincerely,

Dorothy Turano
District Manager

cc: Hon. Marty Markowitz, President, Borough of Brooklyn